

SUNY Upstate Medical University

On-Line Employment System

Frequently Asked Questions

What is an On-Line Employment System?

An On-Line Employment System is a computer program designed to automate and simplify the application process. This new process makes it easier for applicants to apply, and more efficient for hiring managers to review applications - all on-line.

Can I apply directly with the hiring department?

No, you can not apply directly to the hiring department. The Upstate On-Line Employment System is the central intake point for all applications for employment.

Where do I view the job openings and apply?

You can view and apply for job postings on any computer with Internet access. The web site address is www.upstate.edu, then click on "Jobs".

Why are there separate applications for the State, Research Foundation and MedBest?

The State University of New York (SUNY), The Research Foundation of SUNY and MedBest Medical Management, Inc. are separate employers and therefore require separate applications. Each offers different salary and benefit packages, and other terms and conditions of employment.

What is a User ID and what happens if I forget my password?

New users will need to create a unique User ID and password before creating a job profile or completing an employment application on the new system. You will use this User ID and Password whenever you access your account to view the status of your employment application or apply to new postings. If you forget your password you can contact Upstate Human Resources for assistance.

What materials will I need before I apply?

You will be asked to provide information such as your name, address, contact telephone number(s), previous employment history, educational background, licensure status/information and references on the on-line application. Some data areas are noted as required, and unless completed, you can not successfully create and submit application. We request that you complete all relevant fields within the on-line application. You may also submit supporting materials, such as a resume and cover letter, with your on-line application in an electronic format such as MS Word or PDF. Please note that these documents do not replace completion of the application form.

What if I do not see a job I am interested in?

You are encouraged to complete a job profile where you can enter information about the skills you have and types of positions you are interested in through this profile. You can ask to be notified by email when jobs that may interest you come available.

What if I do not have access to a computer with Internet access?

Although you do need to apply on-line, you do not have to have your own home computer to have access to our on-line employment system. If you need access to a computer with Internet access, or you need assistance in completing the Upstate on-line employment application, you may visit job service agencies or libraries in your area. If you live in the Syracuse area, the following agencies are available to assist you:

CNY Works – 443 N. Franklin Street (315) 473-8250

RLS Career Centers – 770 James Street (315) 446-0500

Displaced Homemakers Program - 770 James Street (315) 446-0550

Spanish Action League – 700 Oswego Street (315) 475-6153

ARISE – 1065 James Street (315) 472-3171

Refugee Assistance Program – 501 Park Street (315) 435-4984

JobsPlus - 677 South Salina Street (315) 422-3242

Southwest Community Center – 401 South Avenue (315) 474-6823

Southeast Asian Center – 503 Prospect Avenue (315) 422-1593

Center for Community Alternatives – 111 E. Jefferson St., Suite 300 (315) 422-5638

Computer workstations are also available for on-line application from 7:30AM to 4:30 PM, Monday-Friday at the following location:

SUNY Upstate Medical University

Human Resources Department

nd
2 Floor Jacobsen Hall

Elizabeth Blackwell Street

Syracuse, New York 13210

Registered Nurse Applicants seeking to speak directly with a member of the Nurse Recruitment Department may call 1-800-274-4810 or email nrecruit@upstate.edu for assistance.